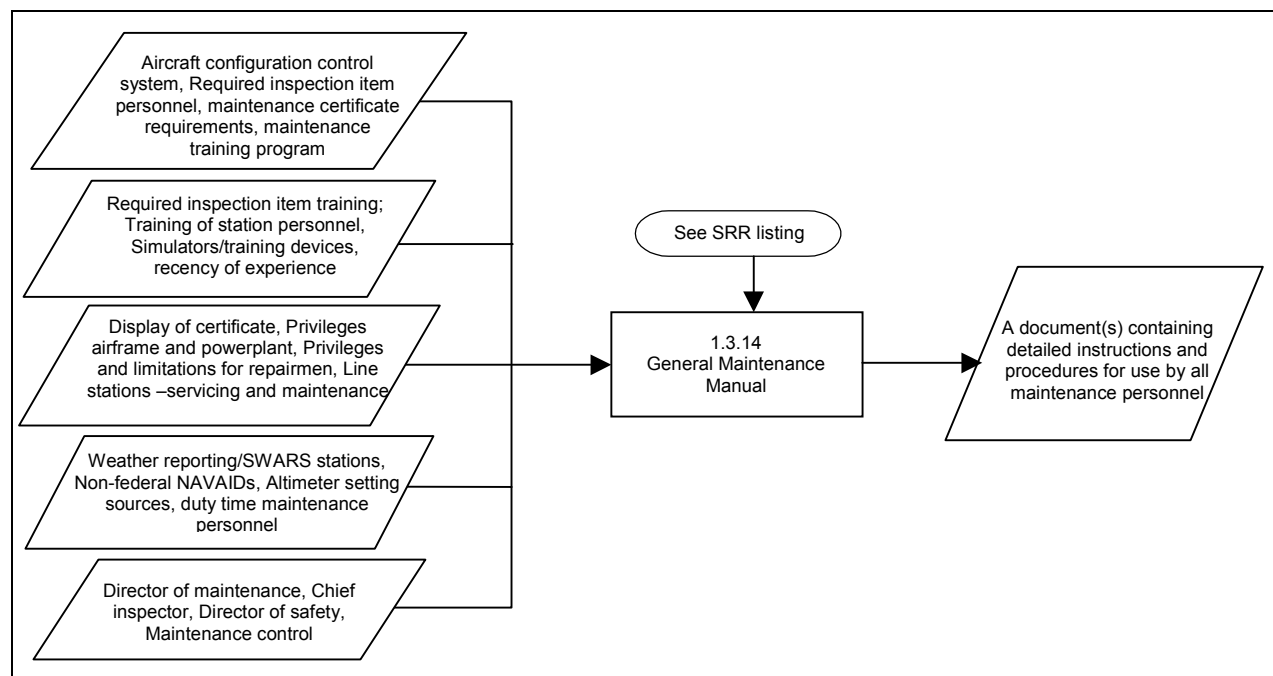


Safety Attribute Inspection (SAI) Job Aid



ELEMENT SUMMARY INFORMATION

Element: 1.3.14 General Maintenance Manual

Purpose of this Element (Air Carrier's responsibility): To maintain a complete and comprehensive General Maintenance Manual system.

Objective (FAA responsibility): To audit the Air Carrier's General Maintenance Manual system.

Inputs:

All Elements in 1.0 Aircraft Configuration Control System
Required Inspection Item (RII) Personnel
Maintenance Certificate Requirements
Maintenance Training Program
Requires Inspection Item Training
Training of Station Personnel
Simulators/training devices
Recency of Experience
Display of Certificate
Privileges Airframe and Powerplant (A&P)
Privileges and limitations for repairmen
Line stations – servicing and maintenance
Weather reporting/SWARS stations
Non-federal NAVAIDs
Altimeter setting sources

Safety Attribute Inspection (SAI) Job Aid

Inputs: (Continued)

Duty time maintenance personnel
Director of Maintenance
Chief Inspector
Director of Safety
Maintenance Control

Outputs:

- A document(s) containing detailed instructions and procedures for use by all maintenance personnel.

Performance Measures:

Air Carrier's General Maintenance Manual contains all the safety attributes for the following elements:

- Aircraft Configuration Control – all elements;
- Currency;
- Content Consistency Across Manuals;
- Distribution;
- Availability;
- Supplemental Operations Manual Requirements;
- RII Personnel;
- Maintenance Certificate Requirements;
- Maintenance Training Program;
- RII Training Requirements;
- Simulators/Training Devices;
- Recency of Experience;
- Display of Certificate;
- Privileges - Airframe and Power Plant;
- Privileges and Limitations for Repairmen;
- Line Stations (Servicing and Maintenance);
- Weather reporting/SWARS Stations;
- Non-Federal NAVAIDS;
- Altimeter Setting Sources;
- Duty Time Maintenance Personnel;
- Director of Maintenance;
- Chief Inspector;
- Director of Safety;
- Maintenance Control;
- Manual Currency;
- Content Consistency across Manuals;
- Distribution;
- Availability; and,
- Supplemental Operations Manual Requirements.

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SRR:

- 119.43 (b) Certificate holders duty to maintain operations specifications
- 119.65 (e) Management Personnel Required
- 121.135(a) (b) (1-3, 11) Manual Contents
- 121.139 (a) Manual Requirements Supplemental Operations
- 121.369 (a) (b) Manual Requirements
- 121.379 (a) (b) Authority to perform and approve maintenance, preventive maintenance, and alterations
- 121.701 (b, c) Maintenance Log: Aircraft
- 121.709 (a) (b) (c) (d) Airworthiness Release or Aircraft Log Entry

Other CFRs and/or FAA Guidance:

- FAA Order 8300.10, Vol. 3, Chapt 36, Section 1, 7-c, Monitor Continuous Maintenance Airworthiness Program/Revision
- FAA Order 8400.10, Vol. 3, Chapt 15, Section 3, Manuals, Procedures, and Checklists
- Refer to appropriate Advisory Circulars

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SRR SPECIFIC INFORMATION

SRR	Intent	Inspectors
119.43 (b)	To ensure each certificate holder inserts pertinent parts of its Operations Specifications in its Manual	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>
119.65 (e)	To ensure the certificate holder Manual list duties, responsibilities, names and business address of their management personnel	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>
121.135 (a) (b) (1-3, 11)	To ensure the Air Carrier's Manual contains information necessary to allow company personnel to perform duties with a high degree of safety	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>
121.139 (a)	TBD	<i>Certification:</i> <i>Surveillance:</i>
121.369 (a) (b)	To ensure the certificate holder puts in its Manual a chart or description of its organization, a list of vendors and outsource organization, required inspections, buy – back, counterman, shift changes, preservation and retrieval of information procedures	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>
121. 379 (a) (b)	To ensure the Air Carrier or outsource provider performs maintenance in accordance with the Air Carrier's Manual	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>
121.701 (b)	TBD	<i>Certification:</i> <i>Surveillance:</i>
121.701 (c)	To ensure the Air Carrier's Manual contains procedures for aircraft maintenance log	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>
121.709 (a) (b) (c) (d)	To ensure the Air Carrier's Manual contains procedures for an airworthiness release	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>

Safety Attribute Inspection (SAI) Job Aid

1.3.14 General Maintenance Manual

SECTION 1 - RESPONSIBILITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person who is accountable for the quality of the General Maintenance Manual process.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who is responsible for the quality of the General Maintenance Manual process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the General Maintenance Manual process with the person.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Is there a clearly identifiable person who is answerable for the quality of the General Maintenance Manual process?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the General Maintenance Manual process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the General Maintenance Manual process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the General Maintenance Manual process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the General Maintenance Manual process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the responsibility of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has responsibility for the General Maintenance Manual process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the person know who has authority to establish and modify the General Maintenance Manual process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

Safety Attribute Inspection (SAI) Job Aid

1.3.14 General Maintenance Manual

SECTION 2 – AUTHORITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person with the authority to establish and modify the General Maintenance Manual process.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who has the authority to establish or modify the General Maintenance Manual process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the General Maintenance Manual process with the person.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Is there a clearly identifiable person who has authority to establish and modify the air carrier's policies for the General Maintenance Manual process?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the General Maintenance Manual process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the General Maintenance Manual process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the General Maintenance Manual process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the General Maintenance Manual process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the authority of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a. Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has authority for the General Maintenance Manual process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the individual know who has the responsibility for the General Maintenance Manual process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
11. Are the procedures for delegation of authority clearly documented for the General Maintenance Manual process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

Safety Attribute Inspection (SAI) Job Aid

1.3.14 General Maintenance Manual

SECTION 3 – PROCEDURES ATTRIBUTE

Objective: To determine if the air carrier has a mechanism for creating and maintaining complete procedures within the General Maintenance Manual Process.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the General Maintenance Manual process to ensure that they contain who, what, where, when, and how.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI.
3. Discuss the General Maintenance Manual process with appropriate personnel to gain an understanding of the procedures.
4. Observe the General Maintenance Manual process to gain an understanding of the procedures.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Do written procedures exist to achieve the desired result of the General Maintenance Manual process:

1.1 Aircraft Airworthiness Requirements (Element 1.1.1)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.2 Appropriate Operational Equipment (Element 1.1.2)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.3 Airworthiness Release or LogBook Entry (Element 1.2.1) [SRR 121.709(a-c)]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.4 Major Repairs and Alterations (Element 1.2.2) [SRR 121.379(b)]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.5 Maintenance Log/Recording Requirements (Element 1.2.3) [SRR 121.709(a,b)]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.6 MIS Reports (Element 1.2.4)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.7 Mechanical Reliability Reports (MRR) (Element 1.2.5)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
1.8 Aircraft Listing (Element 1.2.6)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A

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1.3.14 General Maintenance Manual

SECTION 3 – PROCEDURES ATTRIBUTE

1.9 Maintenance Program (Element 1.3.1) [SRR 119.65(e), 121.369(a,b)]	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or N/A, explain:
1.10 Inspection Program (Element 1.3.2) [SRR 121.369(a,b)]	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or N/A, explain:
1.11 Maintenance Facilities/Main Maintenance Base (Element 1.3.3)	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or N/A, explain:
1.12 RII (Element 1.3.4) [SRR 121.369(b)]	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or N/A, explain:
1.13 MEL/CDL/Deferred Maintenance (Element 1.3.5)	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or N/A, explain:
1.14 AD Management (Element 1.3.6)	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or N/A, explain:
1.15 Outsource Organization (Element 1.3.7) [SRR 121.369(a,b)]	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or N/A, explain:
1.16 Control of Calibrated Tools and Test Equipment (Element 1.3.8) [SRR 121.369(b)]	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or N/A, explain:
1.17 Engineering/Major Repairs and Alterations (Element 1.3.9) [SRR 121.709(a)]	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or N/A, explain:
1.18 Parts/Material Control/SUP (Element 1.3.10)	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or N/A, explain:
1.19 CAS (Element 1.3.11)	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or N/A, explain:
1.20 SFAR36 (Element 1.3.12)	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or N/A, explain:
1.21 DAS (Element 1.3.13) [SRR 121.379(b)]	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or N/A, explain:

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1.3.14 General Maintenance Manual

SECTION 3 – PROCEDURES ATTRIBUTE

1.22 Reliability Program (Element 1.3.15)	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or N/A, explain:
1.23 GMM/Equivalent (Element 1.3.14) [SRR 19.43 (b), 119.65 (65), 121.135 (a,b), 121.369(a,b), 121.379(a,b), 121.701(c), 121.709(a-d)]	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or N/A, explain:
1.24 Fueling (Element 1.3.16)	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or N/A, explain:
1.25 Weight and Balance Program (Element 1.3.17)	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or N/A, explain:
1.26 De-Icing Program (Element 1.3.18)	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or N/A, explain:
1.27 Other Programs Approved by Operations Specifications	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or N/A, explain:
1.28 Manual Currency (Element 2.1.1)	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or N/A, explain:
1.29 Content Consistency Across Manuals (Element 2.1.2) [SRR 119.65 (e), 121.135 (a,b), 121.369(a)]	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or N/A, explain:
1.30 Distribution (Element 2.1.3)	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or N/A, explain:
1.31 Availability (Element 2.1.4)	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or N/A, explain:
1.32 Supplemental Operations Manual Requirements (Element 2.1.5) [SRR 121.139(a)]	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or N/A, explain:
1.33 RII Personnel (Element 4.1.1)	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or N/A, explain:
1.34 Maintenance Certificate Requirements (Element 4.1.2)	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	If no or N/A, explain:

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1.3.14 General Maintenance Manual

SECTION 3 – PROCEDURES ATTRIBUTE

<i>1.35 Maintenance Training Program (Element 4.2.1)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>1.36 RII Training Requirements (Element 4.2.2)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>1.37 Simulators/Training Devices (Element 4.2.8)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>1.38 Recentness of Experience (Element 4.4.1)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>1.39 Display of Certificate (Element 4.4.2)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>1.40 Privileges - Airframe and Power Plant (Element 4.4.3)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>1.41 Privileges and Limitations for Repairmen (Element 4.4.4)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>1.42 Line Stations (Servicing and Maintenance) (Element 5.1.1) [SRR 121.369(a)]</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>1.43 Weather Reporting/SWARS Stations (Element 5.1.2)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>1.44 Non-Federal NAVAIDs (Element 5.1.3)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>1.45 Altimeter Setting Sources (Element 5.1.4)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>1.46 Duty Time Maintenance Personnel (Element 6.2.1)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
<i>1.47 Director of Maintenance (Element 7.1.1) [SRR 119.65(e)]</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A

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1.3.14 General Maintenance Manual

SECTION 3 – PROCEDURES ATTRIBUTE

1.48 Chief Inspector (Element 7.1.2) [SRR 119.65(e)]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.49 Director of Safety (Element 7.1.3) [SRR 119.65(e)]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.50 Maintenance Control (Element 7.1.6) [SRR 121.365(a)]	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2. Do the procedures identify: who, what, where, when and how?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Are the procedures in compliance with the CFR(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Do the procedures conform to other written guidance (E.g., Operations Specifications, FAA Orders, Airworthiness Directives, Advisory Circulars, Handbook Bulletins, Directives, and Manufacturer's Recommendations)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the air carrier have the resources to support the written procedures for the General Maintenance Manual process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. If alternate procedures exist for use during irregular conditions, do they achieve the same desired results as the primary procedures so that an equivalent level of safety is maintained? (E.g., a manual system used as a result of equipment failure).	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A, No alternate procedures exist for this element
7. Are the procedures published in different manuals relating to the General Maintenance Manual process consistent?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the air carrier have a documented method for assessing the impacts of procedural changes to the General Maintenance Manual process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

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1.3.14 General Maintenance Manual

SECTION 4 – CONTROL ATTRIBUTE

Objective: To determine if checks and restraints are designed into the General Maintenance Manual process to ensure a desired result is achieved.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the General Maintenance Manual process.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI
3. Discuss the General Maintenance Manual process with appropriate personnel to gain an understanding of the controls.
4. Observe the General Maintenance Manual process to gain an understanding of the controls.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following checks and restraints built into the General Maintenance Manual process:

1.1 Does the Air Carrier have a method to ascertain that all safety attributes relating to the comprehensive maintenance programs are documented?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.2 Does the Air Carrier require that the Manual contain a reference to the Operations Specifications or a copy of the Operations Specifications pages that relate to the comprehensive maintenance program? [SRR 119.43(b), 121.701(b)]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.3 Does the Air Carrier require that the Manual contain an organizational chart that depicts the lines of authority and responsibility for the Air Carrier?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.4 Does the Air Carrier require that the Manual contain a current list of vendors and their products or services, or refer to another document containing the information?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.5 Does the Air Carrier require that the Manual contain a current list of outsourcers and their function or services, or refer to another document containing the information?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.6 Does the Air Carrier require that the Manual refer to all manufacturers maintenance Manuals that are included in the comprehensive maintenance program?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.7 Does the Air Carrier require that the Manual refer to the Hazardous Material Manual or other documents? (SRR 121.135(b)(23))	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:

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1.3.14 General Maintenance Manual

SECTION 4 – CONTROL ATTRIBUTE

<p>1.8 Does the Air Carrier require that the Manual refer to the Drug and Alcohol Testing Program requirements?</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.9 Does the Air Carrier require that the Manual contain the names and business addresses of management personnel? (SRR 119.65(e)(2))</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>2. Do the checks and restraints ensure the desired result is achieved for the General Maintenance Manual process?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
<p>3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the General Maintenance Manual process?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
<p>4. Does the air carrier have the resources to support the checks and restraints for the General Maintenance Manual process?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

Safety Attribute Inspection (SAI) Job Aid

1.3.14 General Maintenance Manual

SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

Objective: To determine if the air carrier measures and assesses the General Maintenance Manual process, to identify and correct problems or potential problems.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the General Maintenance Manual process.
2. Discuss the General Maintenance Manual process with appropriate personnel to gain an understanding of the process measures.
3. Observe the General Maintenance Manual process to gain an understanding of the process measures.

To meet this objective, the inspector will determine and record answers to the following questions:

1. <Deleted>

2. Does the air carrier's General Maintenance Manual process include the following process measurements?

2.1 The Air Carrier annually audits the General Maintenance Manual to ensure that the Manual includes:

2.1.1 All safety attributes for the Comprehensive Maintenance Program

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

2.1.2 References to the current Operations Specifications or copies of the current ops specs pages that relate to the comprehensive maintenance program.

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

2.1.2 Current organizational chart

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

2.1.3 A current list of vendors and their products and services

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

2.1.4 A current list of outsources and their functions

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

2.1.5 A current reference to the manufacture's maintenance documents

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

2.1.6 A current reference to the hazardous material approved program

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

Safety Attribute Inspection (SAI) Job Aid

1.3.14 General Maintenance Manual

SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

<p>2.1.7 <i>A current reference to the Drug and Alcohol Testing approved program</i></p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>3. Does the air carrier document their process measurement methods and results?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
<p>4. Are the air carrier's process measurement methods effective?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
<p>5. Does the air carrier use their process measurement results to improve their programs?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
<p>6. Are the process measurement results accessible to the FAA?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
<p>7. Does the organization that conducts the process measurement have direct access to the person with responsibility for the General Maintenance Manual process?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
<p>8. Does the air carrier have the resources to support the process measurement for the General Maintenance Manual process?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

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SECTION 6 – INTERFACES ATTRIBUTE

Objective: To determine if the air carrier identifies and manages the interactions between the General Maintenance Manual process and the other element processes within the air carrier organization.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the General Maintenance Manual process.
2. Discuss the General Maintenance Manual process with appropriate personnel to gain an understanding of the interfaces.
3. Observe the General Maintenance Manual process to gain an understanding of the interfaces.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following interfaces identified for the General Maintenance Manual process:

<i>1.1 Aircraft Configuration Control (Element 1.0)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.2 Manual Currency (Element 2.1.1)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.3 Content Consistency Across Manuals (Element 2.1.2)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.4 Distribution (Element 2.1.3)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.5 Availability (Element 2.1.4)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.6 Supplemental Operations Manual Requirements (Element 2.1.5)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.7 RII Personnel (Element 4.1.1)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.8 Maintenance Certificate Requirements (Element 4.1.2)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.9 Maintenance Training Program (Element 4.2.1)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A

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<i>1.10 RII Training Requirements (Element 4.2.2)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.11 Simulators/Training Devices (Element 4.2.8)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.12 Recency of Experience (Element 4.4.1)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.13 Display of Certificate (Element 4.4.2)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.14 Privileges – Airframe and Powerplant (Element 4.4.3)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.15 Privileges and Limitations for Repairmen (Element 4.4.4)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.16 Line Stations (Servicing and Maintenance) (Element 5.1.1)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.17 Weather Reporting/SWARS Stations (Element 5.1.2)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.18 Non-Federal NAVAIDS (Element 5.1.3)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.19 Altimeter Setting Sources (Element 5.1.4)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.20 Duty Time Maintenance Personnel (Element 6.2.1)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.21 Director of Maintenance (Element 7.1.1)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.22 Chief Inspector (Element 7.1.2)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A

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<i>1.23 Director of Safety (Element 7.1.3)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.24 Maintenance Control (Element 7.1.6)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.25 Drug and Alcohol Testing Program</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.26 HAZMAT/Dangerous Goods Program (Element 3.1.12)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.27 Operations Specifications</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2. List any additional interfaces identified:	
3. Are there written procedures for the use of air carrier personnel in the application of these interfaces?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Are there controls to ensure that interfaces occur?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Are the interfaces between the General Maintenance Manual process and other processes treated consistently in the Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO